

**SECRET**

CIA LIBRARY  
GUIDE TO  
BOOK PROCUREMENT

- PART 1: CIA Book Ordering Policy
- PART 2: CIA Book Procurement Facilities
- PART 3: Instructions for Use of Publications Order Form

Prepared by the Book Branch, CIA Library for  
the Use of the Document Procurement Committee  
and Agency Requestors. 13 August 1951  
(Supercedes and rescinds GUIDE dated 19 May 1951)

**SECRET**

~~CIA BOOK ORDERING POLICY~~

1. Library or inter-library loan facilities should be utilized in all cases involving short-term usage of publications, out-of-print books, fiction and back issues of periodicals. The regular loan period of two weeks is subject to adjustment in case of special need. As a rule, your request can be filled more rapidly by loan than by purchase.
2. Publications required for daily reference work and for continuing office research will be purchased on request and released on an indefinite loan basis from the CIA Library.

Before ordering, request Library Circulation, ext. [ ] 1433 M, to determine whether a copy is available for indefinite loan. If you are in doubt about the exact description of the book, Library Information, ext. [ ] 1425 M, will assist you in obtaining it. The resources of the Foreign Documents Division and of the Map Library will be considered in meeting your request.

3. Subscriptions - the possibility of having your needs met through the clipping service of the Library, ext. [ ] should be considered before placing an order for an English language newspaper or periodical.
4. Office personnel are encouraged to recommend to the Library, for the general collection, those publications considered to be of general value to CIA.
5. A representative of your Office has been appointed to the Document Procurement Committee. The purpose of this Committee is to coordinate joint Library-Office procedure and to adjust problems that may arise in connection with your requests and their fulfillment.

CIA BOOK PROCUREMENT FACILITIES

Orders for foreign or domestic books, periodicals, government publications (including TM's, FM's, TO's and similar publications of the National Defense Establishment), trade catalogs and theses are obtained by the Order Section of the CIA Library through one or more of the following facilities. Choice of facility depends on the availability, sensitivity and cost of the publication and on the urgency of the request. Note: Classified documents issued by the IAC agencies should be requested from Library Circulation.

Domestic Publications:

Current books stocked by Washington bookstores are located by telephone, purchased and delivered daily by Agency messenger. Normal order period - one to two days.

Books published three or more years ago are placed on want lists with vendors who advertise them in the booktrade journals. The CIA Library reserves the right to cancel such orders after forty-five days. Most orders are filled within this period. Requesters are consulted on orders outstanding for the maximum period to determine whether cancellation and use of inter-library loan and reproduction are desired.

Newspapers are purchased on contract with a local vendor. Daily (including Sunday) delivery can be initiated, as a rule, within 48 hours. Current issues can be purchased at local newsstands.

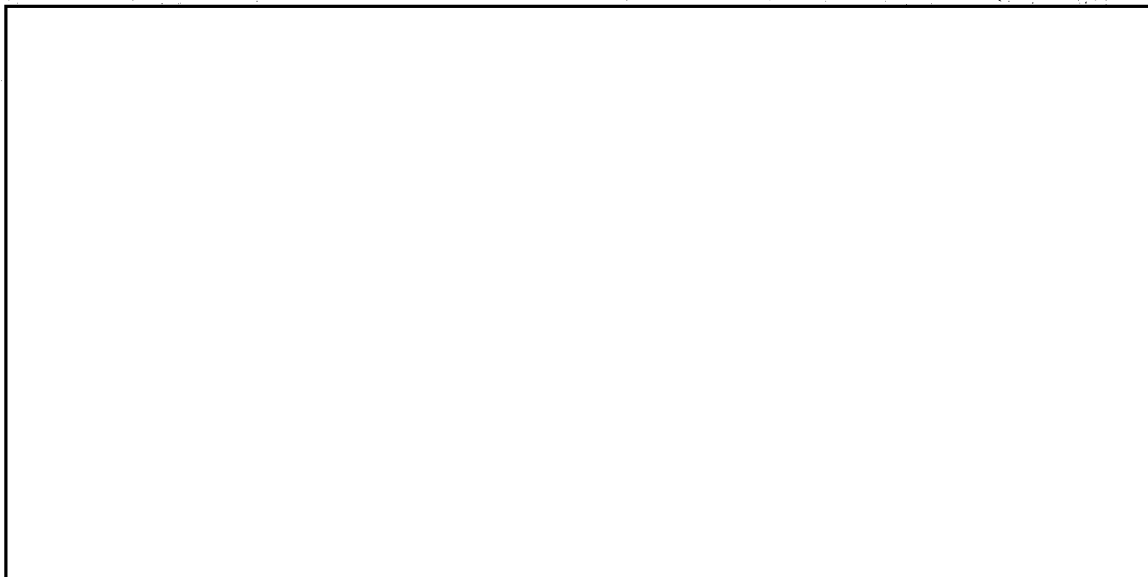
Periodical subscriptions are bought on contract or individually depending on volume of Agency requirements and publisher's marketing practices. Most publishers require from 4 to 8 weeks to initiate a subscription. Current issues of most periodicals can be bought at local newsstands.

Government publications (including those of the National Defense Establishment) can be bought over-the-counter in small quantities. Large orders must be submitted in writing and may require from 1 to 4 weeks of servicing.

Foreign Publications:



PART 2 (continued)



RUSH Orders:

In cases where the above indicated time schedules for procurement of publications will not be adequate, deadline dates should be indicated and order cards marked RUSH. A telephone call to the Order Section (ext.  ) in advance of the written order will be helpful. The current abuse of the term by many offices, however, is reducing considerably the percentage of successful performances within this category.

Requests for Defense Department publications, in particular, should be submitted as far in advance as possible. Local depots do not stock all publications (i.e. TO's, EM's) and time must be allowed for packing and shipping. Though possible, RUSH requisitions to the Services are difficult to arrange and must carry special written justifications.

Order Section Procedures:

Book orders are searched to verify bibliographic accuracy and completeness and to eliminate unnecessary duplication of Agency resources.

Market information is collected on a country-by-country basis concerning publications, publishers and vendors, prices and delivery facilities and is employed wherever possible to expedite procurement of publications. Similar knowledge possessed by certain vendors is utilized frequently to secure special service from publishers or dealers on pre-publication copies, large orders or special handling problems.

The Order Section is developing machine methods for reporting to Offices on the status of their outstanding orders. Where routine status reporting is not adequate to the requester's needs, queries may be directed to vendors by telephone or simultaneous searches initiated in several markets.

INSTRUCTIONS FOR USE OF PUBLICATIONS ORDER FORM

Order Forms may be obtained from the CIA Library Book Branch, 1505 M,

ext.  

PLEASE TYPE									
DATE OF REQUEST					OFFICE CONTROL NO.				
①	②	③ MO.	DAY	YR.	④				
TYPE	DEALER	DATE			ORDER NO.				
⑤									
TITLE									
AUTHOR									
⑥									
CHANNEL									
PUBLISHER									
PLACE									
⑦	ED. OR DATES OF SUBSCR.				⑧	PRICE			
IMPRINT					NO. OF COPIES				
FROM									
⑨									
OFFICE									
APPROVED									
ROOM NO.									
TEL. EXT.									
RECD ⑩ MO. DAY YR.									
⑪ NO. OF COPIES									
⑫ PRICE									
DATE									
REORDER DATE									
REMARKS									
OTHER INFO. SENSITIVITY, ETC.									

(REQUESTER RETAIN PINK COPY)

Please fill out forms  
as follows:

1. Date request in upper lefthand block. Put office control no., if used, in upper righthand block.
2. Leave spaces (1), (2), (3) and (4) blank.
3. Give complete information on author, title and publisher.
4. Leave spaces marked (6) and "Channel" blank.
5. For subscriptions: (a) request sample if you are in doubt of the value of the item; (b) indicate whether you can share copies with other users; (c) consult Library if you must have issues prior to the probable starting date 30-90 days hence; (d) indicate clearly that a subscription is required by writing "(subscription)" after title.
6. Use digit to show number of copies in (8).
7. Leave blank spaces (9) through (13). DO NOT write your Office abbreviation in the bracket by (9).
8. Under remarks should be indicated: deadline, recommended sensitivity, ref's to source of information, e.g. State Dept. O.M. number, post and date or MA report no. ... etc.
9. Forward to Book Branch through your Document Procurement Representative who will approve request.

*Copy*  
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P70-00211R000300200012-2

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : CIA Top Secret Control Officer

DATE: 5 July 1951

FROM : Chief, Records Management &amp; Distribution Branch, Adm. Services

SUBJECT: Duplication of Top Secret Documents for the Vital Materials Repository

25X1

REFERENCE: CIA Regulation Number 

1. In order to expedite the transmission of material to the Vital Materials Repository, it is requested that approval be granted by OCD for the duplication or abstracting of Top Secret documents specifically for this purpose.
2. Such approval will eliminate the necessity of requesting authorization from the originating CIA office or outside agency in each instance where the duplicating or abstracting of Top Secret documents is required for the Vital Materials Program.
3. Existing procedures for the transmittal of Top Secret documents, attachment of green cover sheets, etc., will be followed in accordance with Security Regulations.

 25X1**CONFIDENTIAL**

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1		
2		
3		
4		
5		

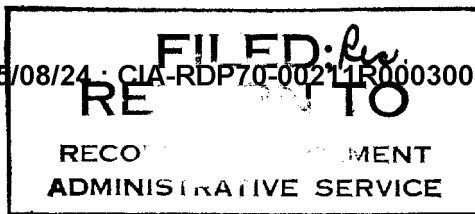
FROM	INITIALS	DATE
1 Chief, Rec. Mgt. & Dist. Br.		8 Jul 52
2		
3		

☒ APPROVAL ☒ INFORMATION ☐ SIGNATURE  
☐ ACTION ☐ DIRECT REPLY ☒ RETURN  
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH  
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS:

*Inv. looks like a fair job.  
However, suggest periodic improvement  
as to (1) indexes (2) microfilming  
procedures, etc.*

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CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
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FROM	INITIALS	DATE
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<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: